



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON-SELFRIDGE
44370 Jefferson Avenue
SELFRIDGE ANGB, MI 48045-4941

REPLY TO
ATTENTION OF:

ANNOUNCEMENT NUMBER 30-04

FLEXIBLE

DUTY SCHEDULE: IRREGULAR

OPENS: 01 JANUARY 2004
CLOSES: OPEN CONTINUOUS

TITLE: BARTENDER, NA-7405-03

AGENCY: U.S. Army Garrison-Michigan (Selfridge)

LOCATION: MWR FUND, THEME OPERATIONS (MULLIGAN'S)
Selfridge ANG Base, MI 48045

SALARY: \$8.96 per hour

DUTIES: Sets up bars for operation, obtains cash bank and stocks service bar. Assures an adequate stock level is maintained, sets up storeroom and work area to permit easy access to stock items. Prepares a limited variety of simple alcoholic beverages as requested by patrons and wait staff. Records sales and makes change or prepares charge slips. Keeps bar and work area clean and sanitary. Identifies persons who become unruly or who appear intoxicated, resolves the problem or seeks assistance in accordance with established procedures.

WHO MAY APPLY: Any qualified person who meets the qualification requirements below.

QUALIFICATION REQUIREMENTS: Candidates must: 1. Be 21 years of age at time of appointment. 2. Be able to lift and carry weights up to 20 pounds. 3. Possess math skills necessary to calculate patron bills and take inventory. 4. Skill in mixing and serving alcoholic and nonalcoholic beverages. Where duties involve selling alcoholic beverages applicant must meet state/local age requirements for the serving of alcoholic beverage at the time of appointment. Possess basic math skills necessary to compute patron bills and make change. Be able to communicate effectively in English. Have work experience performing the duties identified.

CONDITION OF EMPLOYMENT: Electronic Fund Transfer (EFT) of paycheck is mandatory. Satisfactory completion of pre-employment checks in accordance with AR 215-3, 2-13, i. is required. Satisfactory completion of on-the-job training, and demonstrated competency must be achieved within a predetermined period of time.

HOW TO APPLY:

1. Current NAF Employees and outside applicants must fill out the Optional Application for Non-Appropriated Fund Employment (DA 3433). The announcement number **30-04** must be written in block number (3) of the DA 3433. Be certain to describe your experience and education in detail so that your qualifications can be evaluated correctly.

2. Applicants with prior military service must attach **DD Form 214** to the application. Military Spouses who are eligible for **Spouse Employment Preference** must attach a copy of their sponsor's PCS Orders.
3. Attach copies of all college transcripts to the application.
4. Attach all forms together and mail or deliver to the following address:

US Army Garrison-Michigan (Selfridge)
Non-Appropriated Fund Personnel Unit
PECP-NCR-G/NAF, Bldg 970, Room 107
44370 N. Jefferson
Selfridge ANG Base, MI 48045
Phone Number (586) 307-5691/5701
Fax Number (586) 307-5356

DEPARTMENT OF THE ARMY NON-APPROPRIATED FUND INSTRUMENTALITIES ARE
EQUAL OPPORTUNITY EMPLOYERS.

NAF EMPLOYEES AND APPLICANTS WILL BE FREE FROM REPRISAL IN MAKING
PROTECTED DISCLOSURES AND THE CONFIDENTIALITY OF EMPLOYEES AND
APPLICANTS WILL BE PROTECTED.

MILITARY SPOUSES HAVE EMPLOYMENT PREFERENCE. EMPLOYMENT PREFERENCE
MUST BE REQUESTED WHEN SUBMITTING DA 3433 AND A COPY OF SPONSOR'S PCS
ORDERS MUST BE ATTACHED TO THE APPLICATION.

REFUSAL BY THE SPOUSE TO PARTICIPATE IN ESTABLISHED RECRUITMENT
PROCEDURES (I.E., INTERVIEW, KSA'S WHERE REQUIRED, ETC.,) IS CONSIDERED A
DECLINATION OF EMPLOYMENT AND IS A BASIS FOR TERMINATION OF SEP
ENTITLEMENT FOR THE CURRENT PCS OF THE SPONSOR.

INVOLUNTARY SEPARATED MILITARY (ISM) AND THEIR FAMILY MEMBERS HAVE
EMPLOYMENT PREFERENCE. EMPLOYMENT PREFERENCE MUST BE REQUESTED AND
PROPER IDENTIFICATION MUST BE PRESENTED AT THE TIME OF REQUEST.

THE DEPARTMENT OF THE ARMY NAF PROVIDES REASONABLE ACCOMMODATIONS TO
APPLICANTS WITH DISABILITIES. IF YOU NEED A REASONABLE ACCOMMODATION FOR
ANY PART OF THE APPLICATION AND HIRING PROCESS, PLEASE NOTIFY THE SERVICING
CIVILIAN PERSONNEL UNIT. REQUESTS FOR REASONABLE ACCOMMODATION ARE
MADE ON A CASE BY CASE BASIS.